

7<sup>th</sup> September 2018

Dear Parent/Carer

**Re: MEET THE TUTOR EVENING - 8CO**

I am writing to inform you of a change of form tutor for 8CO. Ms Hallybone will be taking over as form tutor and we are pleased to invite you to a drop in Meet the Tutor session on Thursday 13<sup>th</sup> September 2018 for parents of students in 8CO. The session will be held between 5.00pm and 5.45pm.

We hope this will give you an opportunity to meet and chat informally with Ms Hallybone. Please note she will be unable to discuss any individual concerns on the evening, however, should you have any particular areas you wish to discuss an additional meeting can be arranged for you to meet at a later date.

We look forward to seeing you on Thursday 13<sup>th</sup> September.

Yours sincerely,



Mrs A Reynolds  
Principal